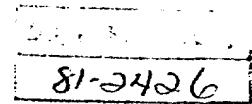
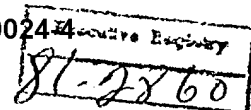


~~CONFIDENTIAL~~



19 November 1981

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Central Intelligence
SUBJECT: Travel Reduction Plan

At today's Cabinet meeting we were asked to have prepared in thirty days a travel reduction plan for each agency. Here are some notes I took on the discussion.

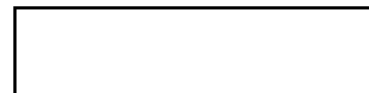


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for William J. Casey

Attachment:
As stated

~~CONFIDENTIAL~~



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ER

DIRECTOR OF CENTRAL INTELLIGENCE

Notes taken by DCI at Cabinet Meeting
19 November 1981

Travel

- FAA or Coast Guard plane
- Private charter cheaper than government plane
- Department can buy commercial ticket, with discounts, cheaper than tickets bought from GSA
- Cut unnecessary trips
- Reduce size of delegations
- Watch meeting locations

COMMUTED RATE TRAVEL TECHNIQUES

BACKGROUND

- AUTHORITY - '49 CIA ACT *- only one using*
- CURRENT APPROACH
- PAST IMPEDIMENTS TO EXPANSION

RECENT EFFORTS

- PRE-COMPUTED TRAVEL FOR FOREIGN TDY *- saved audit at rear end*
- AUTOMATION OF TRAVEL PROCESS

PLANNED ACTIONS

- ~~- '82 INTELLIGENCE AUTHORIZATION BILL~~
- PRESIDENTIAL TRAVEL COST REDUCTION PLAN *sent to*
- *to study & test commuted rate TDY overseas and possibly*
~~OF study & test commuted rate TDY overseas and possibly~~
PCS domestic and report to Secret Policy Committee
for and OSD for final decision
- OT, & support to '82 Intel Auth Bill, will develop*
from PCC domestic and study possibility of use of
commuted approach to overseas and domestic TDY.



Agency CORE Results

	Savings	Cost/Penalty	CORE Recommendation	EXCOM Action Requested
1. Acceleration of Secure Voice Program	\$500K/yr., improved security	\$7,765K required now	Go	Reprogram \$7,765K
2. Shift from External to Internal TEMPEST Testing	\$220K/yr.	4 slots required	Go	Provide 4 slots
3. New Printing Equipment	\$222K/yr., free 4 slots, responsiveness	\$1,200K required now	Go	Reprogram \$1,200K and gain 4 slots
4. Consolidation of Micrographics	\$245K/yr., free 5 slots	Loss of individual office control and compartmentation (IMS and OCR)	Go	Approval and gain 5 slots
5. Consolidate Genigraphics and Dicomedica	Unknown	Loss of individual office control (OCO)	Study	Direct Study
6. Increased Use of Suggestion Awards	\$400K/yr.	\$50K	Go	Reprogram \$50K
7. Increased Use of Sea Shipments	\$412K/yr.	Decrease in responsiveness	Defer	None
8. "Blue Blazer" Protective Force	\$50K/yr.	4 slots required	Continue slowly	None
9. Adopt Commuted Rate Travel for DY	Unknown, reduce administrative burden	Less flexibility	 for all TDY	Approval and direct study

Prepared 2 Dec 81

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*Before begin deliberations, take
very few minutes to add info
in addition to that contained in
background material.*

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① Secure Voice

①

~~Intent~~ - secure phone every officer
not all bldgs covered - won't be
Objective until 1986 - we want
to accelerate program 2 yrs.

Main objectives:

Efficiency - don't have to search for
secure phone

Security - don't attempt to "mike"
mouth

Also save \$500k/yr on lease costs
associated with "red" and "gray"

② Tempest Testing

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②

Currently \$1M/yr. Contract [redacted]

Propose doing about 40% of work at existing facilities [redacted], ~~however~~

Facilities including 4 screen rooms and computer driven automatic tempest (autotemp) already exist but insufficient manpower to operate

If we could provide 4 slots, then could save \$440 K, which, reduced by ~~minor~~ minor equip bump and salaries would result in net savings of \$220 K per year

Would retain [redacted] capability for remainder of work

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- ③ New Printing Equip
\$1.2 M for new printing equip included in '83 ③
program but prefer to fund new to:
- significantly increase throughput
and productivity
- free up 4 slots for allocation elsewhere
in directorate and save ~~\$225~~ in
material costs

Examples

- color scanner - digitally rather than photographic
makes color separation plates in period of
1 1/2 hr rather than 4 hrs req'd now
- 2 color press - replaces 48" (26 yrs old) for large
maps and 2 color 40" press
- motion picture - eliminates need for \$30K annual
contract
- laser plotmaker - speed up 50%

④ Consolidation of micrographics
Consolidation of production portion of micrographics
shops of RPD, OER, & IMS same 5~~th~~ positions
and \$245K material cost

This view confirmed in several studies from
1976 until today but resisted because of loss of
control and concern for compartmentation

Today 56 FT and 20 PI
includes retrieval & storage
in ADSTAR 2

⑤ Consolidation of Genographics and Dicomedia ⑤

Both system provide computer generated slides and new graphics.

Genographics more sophisticated and dedicated solely to NFAC & SCI

Dicomedia - rest of Agency

While no facts to support it, believe perhaps material and personnel costs reduced combined in ~~one~~ single center.

Wish to study to ascertain if savings possible.

⑥ Suggestion Award Program ⑥
In '81 first year savings of \$384K were
achieved for input of \$40K.

'82 budget \$50K but so convinced of
value of program wish to add another \$50K
& achieve additional \$400K in savings.

Program mgs convinced ~~the~~ with
additional publicity, suggestions will
be forthcoming.

① Increased Sea Shipments ⑦
Recent increase in CA abroad had significant impact of ~~long~~ air tonnage shipped and even greater impact of total cost of air shipment.

Chart
10% shift from air to sea would result in \$400K savings but we believe impair responsiveness to critical ops

Rather than dictate shift, we in or prefer to attempt attempting to gain area dir cooperation, capell, etc. and report back on this item at future date.

⑧ Blue pages. Recently ~~as~~ ^{when} ~~indicated~~ ^{negotiations} could not be conducted. Protective Officers for [redacted] DDA and OS provided 4 slots to hire contract employees to work w FPO. ⑧

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Programs economic success in that \$50k/yr (not \$135 shown on chart) was saving but considering difficulty in getting providing any additional slots, suggest it be expanded ^{only} slowly if ~~staff~~ as slots may become available.

54T Providing 31 slots for WPK

⑨ *Committed Travel*

⑨

ie payment of predetermined amounts to cover all normal travel costs, used since 1965 for foreign PCS with considerable savings in admin areas - prep - review - certification, etc.

Believe same savings may be possible in [redacted] all TSY.

For that reason, would like to develop procedure for [redacted] and do study on all TSY.

all I have to add -
over to you

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			for all TDY	

Prepared 2 Dec 81

approved

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~~at and to~~ ^{1st priority}
 Commissariat to other agencies

Stem - micrographs - computerization
 TBY - be careful

Stem & Bates too much money 7-8 M

Chuck Buggs - micrographs - Saunders study
 - blue folder - 16
looked at

Taylor - can't afford to save this money.

Lipton - no on same voice
 printing - try to accelerate
 use & stat for DB Tempert
 or go in hole

Wineman can't afford
 micrographs - against
 geographics - wants to put
 remote terminals out for
 wherever & doesn't want
 to lose control.

Harry - for it.

Amman - not surprised after 10 yrs of drawdown
 - what didn't get much forward looking
 in '83 for future savings
 - wants CORE as input to '84 program
 revitalized
 - dislikes reprogramming - doesn't want to
 see it later

Have CORE look at '84

- Beluejo common user service can
 work.

Everyone demanding secure voice
STAT. Particularly
[redacted] many demanding
OTS

Green

Every office in every bldg in
Wash area.

Notes slipped to [redacted]

Secure voice

Hgo
Key
N/A
C/C
[redacted]
E.H. (3)
[redacted] all at all

Admin
[redacted]

every desk has one

Staff meeting - now use
of Green

(over)

after - 5 yrs
[redacted] [redacted]

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Any Communication Service
CS & - Comm for Dis.
- Test

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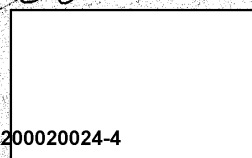
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CORE



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